

# MAAL (FINANCE)

Lajna Imaillah – USA

***Never shall you attain to righteousness unless you spend out of that which you love, and whatever you spend, Allah surely knows it well. [3:93]***

# Overview

## **Lajna Fiscal Year:**

- October 1<sup>st</sup> - September 30<sup>th</sup>

## **Dues Collected by Lajna:**

- Membership & Ijtema Dues
- Khidmat-e-Khalq/Sadqa Collection
- Children's Eid Gift Fund
- Sales of Books, CDs and DVDs
- Other: Special Lajna Initiated Funds e.g. KCC, Qadian Hall

# Membership & Ijtema Dues

- **Lajna Earning**
- **Lajna Non-Earning**
- **Students**
- **Seniors**
- **Nasirat**

	Membership Yearly Dues	Ijtema Yearly Dues
<u>Lajna Earning</u>	1 % of net income	
<u>Lajna Non-earning</u>	\$30.00	\$15.00
Students under 21 years	\$15.00	\$7.00
Senior Citizens	\$15.00	\$7.00
<u>Nasirat</u>	\$7.00	\$7.00

# **% of collection due to National Lajna**

- 75% of Membership dues and Ijtema dues.
- 100% of the collections from Sadqa / Khidmat-e-Khalq (KK), Children's Eid Gift Fund, Sales of Books & Special Fund raising.

Note: National Lajna reserves the right to the local surplus amount at the end of the year. Prior approval from National Lajna is required in case surplus needs to be utilized at the local level.

# Obligatory Dues paid to Jama'at:

## Earning Members and Moosiaat

- Chanda A'am (1/16 of net income) OR
- Wasiyyat (1/10 to 1/3 of net income)
- Jalsa Salana (1/120 of net income)

## December 12, 2010

Hadrat Khalifatul Masih V<sup>aba</sup> has given approval to include the following new rules in the constitutions of three Auxiliary Organizations of the Jama'at:

An earning member of Lajna Imaillah who is in arrears of membership chanda for six months, chanda salana Ijtima' for more than one year and Obligatory Chandas (viz. Chanda' Am, Chanda Hissa Amad for more than six months and of Chanda Jalsa Salana for more than one year) shall not be eligible to hold any office.

# Reporting Instructions & Deadlines

- **INCOME:**

## **Three Reports are due per year**

- Term 1: October 1<sup>st</sup> – January 31<sup>st</sup>
- Term 2: February 1<sup>st</sup> – May 31<sup>st</sup>
- Term 3: June 1<sup>st</sup> – August 15<sup>th</sup>

- **BUDGET:**

- Income and Expense Budget: October 31<sup>st</sup>

# Report Requirements

- **INCOME:**

## **Term 1 & Term 2:**

- Collection Summary Report
- Receipt Report
- Membership Dues Report
- Copies of Receipts
- Check Due to National (payable to: Lajna Imaillah USA)&
- CD



## **Term 3:**

- All of the above +
- Percent of Participation Report



# Report Requirements (cont'd.)

- **BUDGET:**

- Actual Income & Expenses (previous year)
- Projected Income & Expenses (current year)
- Bank Reconciliation Report
- Bank Statement (as of Sep. 30<sup>th</sup>)



Microsoft Office  
Excel Worksheet

Income & Expense  
Budget

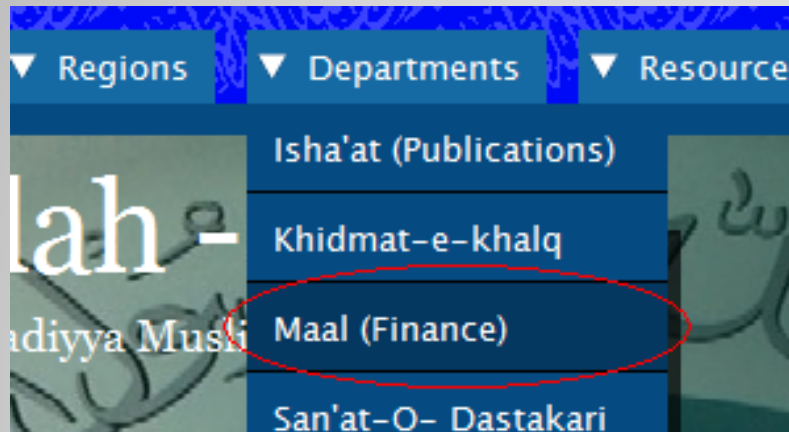


Microsoft Office  
Excel Worksheet

Bank Reconciliation  
Report

# Where To Find The Forms

- All the required forms for the Income and Budget reports are available on [lajnausa.net](http://lajnausa.net):  
**[www.lajnausa.net](http://www.lajnausa.net) -> Departments -> Maal -> Forms**



## Mail Reports To...

- **INCOME**

- Amtul Quddus Dard (Naibmaal 1)

- **BUDGET**

- Aisha Sharif (Naibmaal 2)

## Awards Criteria

- Percentage of Membership Participation in Lajna dues and special Lajna initiated Funds e.g. Children's Eid Gift Fund, KCC Fund, etc.
- Timeliness of Reports.
- Completeness of Reports.
- Method of Reporting: reports prepared on the computer using National format.

## Income Assessment 2009-2010

**	On Time	Income/receipt (Hard Copy)	Floppy/CD	Check	Copy of receipts	% Participation
01/31/10	Y	Y	Y	Y	Y	
05/31/10	Y	Y	Y	Y	Y	
08/15/10	Y	Y	Y	Y	Y	100% / 100%
Other collection '09		YF				

(A+)

Grading Scale

A+ = 16  
 A = 12 - 15  
 B = 9 - 11  
 C = 6 - 8  
 U = Less than 6

## Budget Assessment 2009-2010

	On Time	Actual 2009-2010	Budget 2010-2011	Bank Stmt	Bank Recon Report	% Participation
10/31/2010	Y	Y	Y	Y	Y	5

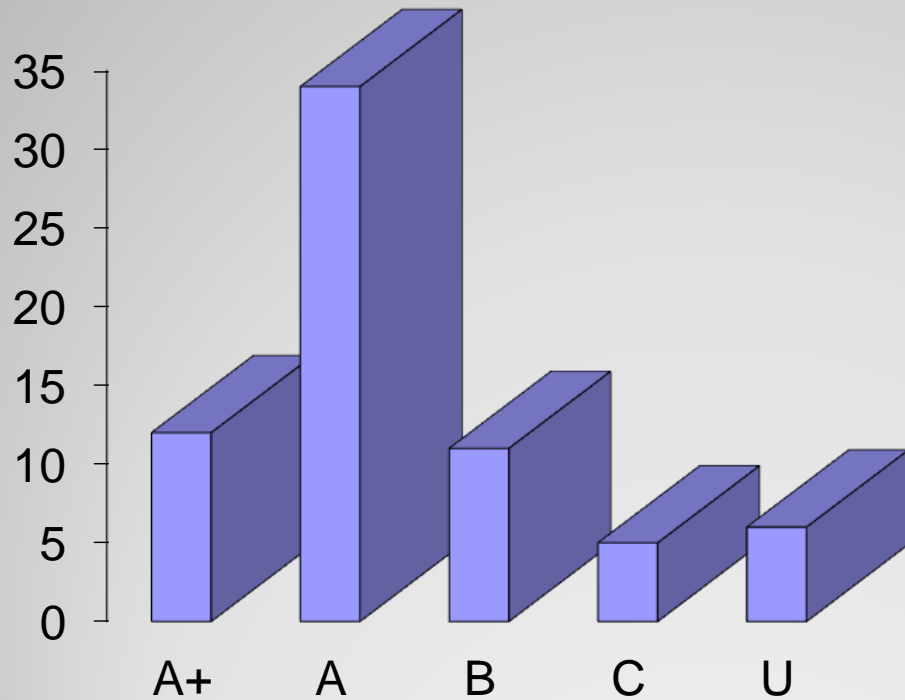
(A+)

Grading Scale

A+ = 5  
 A = 4  
 B = 3  
 C = 2  
 U = Less than 2

# Quick Stats (FY 2009-2010)

## ■ Income 2009-2010

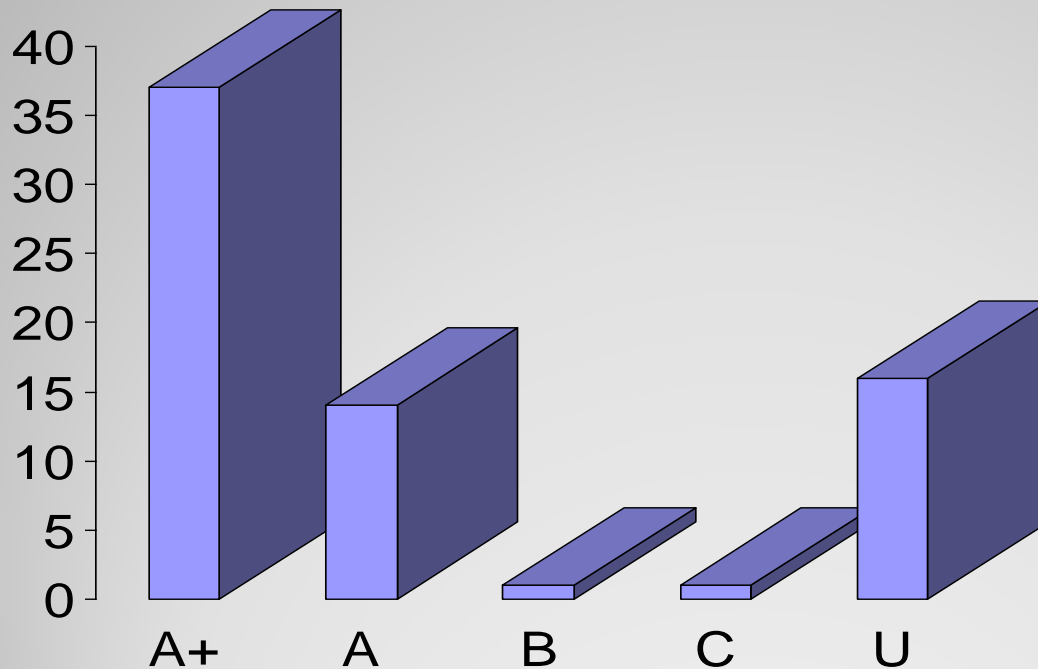


<u>Grade</u>	<u>Chapters</u>
A+	12
A	34
B	11
C	5
U	6

■ Chapters

# Quick Stats (FY 2010-2011)

## ■ Budget 2010-2011



<u>Grade</u>	<u>Chapters</u>
A+	37
A	14
B	1
C	1
U	16

■ Chapters

## Current Status (FY 2010-2011)

- Term 1 completed January 31<sup>st</sup>
- Total Chapters = 69 (1 new)
- Total Reports received = 63 so far (91%)